

### ***Resources Analyst – GS-11***

#### **Introduction**

The Resources Analyst position is a developmental position. The incumbent will develop skills through on-the-job training and courses that will aid the accomplishment of Directorate/Project objectives.

#### **Core Requirements**

As Resources Analyst, the incumbent serves as a member of a financial team with full responsibility for all aspects of Project budget and accounting systems operations relating to planning, analysis, formulation, justification, presentation, execution, and review of multiyear program operations for the development and procurement of major spacecraft systems.

1. Financial Analysis: Establishment of systems and analysis techniques for the effective monitoring of financial progress and status of the Project. Ability to interrelate all division events to their effect on financial status and forecasts. Examples of specific duties are: procurement requests, in-house cost estimates, preparation of preliminary WBS, develop contractor cost report formats, analyze contractor cost reports, prepare Project cost and price reports and prepare special analysis as required.
2. Budget Preparation: Development of an optimum budget with justification, supporting materials, and historic statements for providing the best possible view of program needs. Participates in various levels of budget reviews including reviews by directorate management.
3. Budget Execution: Execution of budget as approved, ensuring that objectives are met within the established financial resources made available. Examples of specific duties are: develop budget requirements, participate in Project Management-level reviews, initiate commitments and reprogrammings, process PR's and WO's, etc., update and coordinate the budget and prepare special analyses as required.
4. Pricing: Evaluation of offer or cost proposals and the active establishment of cost/price objectives for contract negotiations. Conduct numerous and diverse cost studies for a variety of decision-making processes, i.e., the decision to contract for support services or to use civil service personnel. Examples of specific duties are: prepare cost portion of RFPs, analyze proposals, perform contractor audits, participate in negotiations, perform cost comparison studies, and issue special reports as requested/required.
5. Prepares 533 and PMS analysis of contractor's cost reports.

6. Develops in-house cost estimates and coordinates the receipt of all supporting documentation as part of Procurement Request initiation and preparation.
7. Serves as a financial consultant and advisor participating in management technical working groups and special ad hoc advisory panels as may be necessary to expediting solutions to spacecraft or space vehicle development problems.
8. Serves as a member of Source Evaluation Board Business Management Committee, as assigned.
9. Responsible for personal review and analysis of the progress of the financial activities toward division objectives, and participation in responses to audit and other inquiries by various activities such as NASA Headquarters Program Management, NASA Audit, GAO and Center Management.
10. Performs tasks that are related to the position and are of an incidental nature.

#### **Other Information**

##### ***Knowledge Required by the Position***

1. Knowledge of budget and accounting principles, policies, and procedures.
2. Knowledge and understanding of an R&D organization's planning, programming, budgeting system and its use throughout the program and budget cycle to the development of budget requests, plans, and timetables.
3. Knowledge of budget preparation, budget and contractor analysis, GSFC's fiscal policies and procedures, and service organizations involved in the budget process.
4. Skill in applying analytical tools for establishing systems and techniques for monitoring of financial progress and status.
5. Ability to utilize (input and retrieve) automated budget data.
6. Ability to communicate orally and in writing.

##### ***Supervisory Controls***

The incumbent works under the general supervision of the Deputy Project Manager/Resources. The supervisor defines objectives, priorities, and deadlines. The incumbent interprets established policies concerning the allocation and distribution of funds. If problems arise, the supervisor is consulted for guidance with recommendations made by the incumbent. Completed work is evaluated on the basis of results achieved,

i.e., the extent to which advice, analysis, and recommendations meet the budget and financial needs of the organization assigned.

### ***Guidelines***

General budgetary guidelines are set forth by the Office of Management and Budget and agency budget policies, regulations, directives, precedents and program documents, with information concerning program goals, priorities, and timetables. GSFC guidelines are available for financial reporting and status reviews.

### ***Complexity***

The assignments involve formulating and developing budget estimates in support of multi year operating goals, revising annual budget estimates, and monitoring financial progress and status of office activities and programs at the GSFC. The incumbent recommends actions to be taken in adjusting budget estimates and in actual financial status in line with program operations and/or methods of funding. The work necessitates the documentation of detailed budget schedules and development and requires constant monitoring of financial progress and status for efficient and effective schedule and funding of office activities.

### ***Scope and Effect***

The purpose of the work is to prepare and secure approval of budget requests that will adequately support the desired level of operations for assigned programs and which meet financial and budgetary policy objectives. Work affects the planning and conduct of multi-year budget development and financial planning.

### ***Personal Contacts***

The incumbent has frequent contacts with the supervisor and other personnel performing similar budget and financial tasks. Incumbent meets with various levels of GSFC management to discuss financial progress and status, and meets with contractors to conduct status reviews.

### ***Purpose of Contacts***

Incumbent is instrumental, along with the supervisor, in originating and presenting the budgetary material to Directorate management. Contacts with contractor personnel generally involve the submittal of financial reports for review, analysis, and further processing. Other contacts involve securing information for budget preparation and financial progress reports, coordinating work efforts, and making recommendations to Project personnel and management in support of office activities.

### ***Physical Demands***

The work is mostly sedentary.

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***Work Environment***

The incumbent works in an office-type environment.